



*We count on brains. Not Heads.*

**Internship Offer**

To,

**December 26<sup>th</sup>, 2018**

**Ms. Shreya Goyal**  
**Jayoti Vidyapeeth Women's University, Jaipur**

Mobile: **91- 8979098080**

Email: **shreya4goyal@gmail.com**

**Current Address:** (to be filled in by the candidate in returning copy)

**Permanent Address:** (to be filled in by the candidate in returning copy)

**Dear Ms Shreya Goyal,**

With reference to your application for 6 months' internship received by us and your subsequent test and interview, we are pleased to offer an internship to you and be a part of our team of winners

**Offer:** Internship followed by Regularization in deserving cases

**Stipend: Rs. 8000/- per month**

Absorption in regular programming cadre: You may be regularized as programmer scale I, post completion of your training and subject to you qualify our test / interview process, at a CTC of approx. Rs. 3.0 lacs per annum

**Location: Intecons Office, Jaipur**

**Date of Joining: Monday, January 7th 2019 at 10:00 AM**

We will be sharing with you the details about the large technical projects that Intecons works on, working platforms, available guidance, working environment and so on plus we will discuss with you the available projects for you to work on during the period of this internship.

**Working Days: Monday to Friday: 10:00am to 7:30pm**

**Measurement of presence:** Our Biometric system, as well as your presence on our corporate messenger network, and your work report on our IDRS (Intecons Daily Reporting System)

**Intecons Software Lab Pvt. Ltd.**

604-605, Geetash, Class of Pearl, K-48-49, Income Tax Colony, Durgapura, Tonk Road, Jaipur - 302018, INDIA. Tel: [+91-141-2552984](tel:+91-141-2552984), [+91-141-4930069](tel:+91-141-4930069)  
Ground Floor, Wings of Eagle, SS Commercial Estate, 86, Nagavarapalya, CV Raman Nagar, Bangalore – 560093, INDIA Tel: [+91-80-42073322](tel:+91-80-42073322)



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**Actions required at your end in order to accept this offer:**

1. **Send confirmation Email by Thursday, Dec 27, 2018 5pm to [hr@intecons.com](mailto:hr@intecons.com)**
2. Bring the following documents along with you at the time of joining.
  - i) Copy of this offer letter duly signed by you in original on each page
  - ii) Non-Disclosure Undertaking, as in Annexure – II on a Rs. 100/- non judicial stamp paper (You can make it locally in Bangalore by next working day after joining)
  - iii) A copy of your ID proof (Voter ID / UID / PAN / Passport / DL) – duly signed by you
  - iv) A copy of your address proof (Voter ID / UID / Passport / DL – should be different then ID prod) – duly signed by you
  - v) Two passport size photographs, duly attested by you and pasted on the top of ID and address proof, one on each
  - vi) Photo copies of all your degrees / diplomas / certificates / marks sheet obtained so far by you starting from secondary school examination – duly signed by you
  - vii) **Most Important:** A letter from your HOD issued directly in the name of Intecons Software Lab, Jaipur mentioning clearly that you have informed the university that you are doing your internship with us. We will not accept any letters issued as “To whom it may concern” etc.

Other Terms & Conditions: **See Annexure – I,**

Best Wishes,

Ashwani K Goel  
CEO

**Intecons Software Lab Pvt. Ltd.**

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## Annexure – I

### General terms of the offer & office rules

- A. Offer: Internship – 6 months
- B. Stipend: As per first page of this offer letter
- C. Office timings: As per first page of this offer letter
- D. Disbursement of stipend through NEFT: by 2nd working day of the following month
- E. Leaving the internship before 6 months: You need to submit valid reasons to do so up to Intecons's management's satisfaction along with a written consent from your HOD / Guide that you have informed him about this change and he has approved the same. You need to apply for exit with all valid reasons and documents at least 15 days prior to your intended date of exit from the internship programme
- F. Termination: Company reserves the right to terminate your internship at any time, by giving a 15 days notice (or by paying an amount equivalent to Gross salary/stipend of 15 days) without assigning any reasons what so ever.
- G. You will be controlled by company rules and circulars, issued time to time.
- H. Leaves: All leaves other than the weekends and those officially declared as holidays by the company are subject to 100% stipend deduction as per below rules
  - i) Only 1 paid leave in a month is admissible. However, this has to be taken only for genuine casual or medical reasons and the sanction is discretionary to the management
  - ii) Any leaves beyond the paid leave also need a sanction of the management, and are subject to stipend deduction, calculated as per actual working days in that month (and not calendar days)
  - iii) Any leaves which are taken without sanction or even after denial of sanction of leave by the management, will be subjected to a penalty of Rs. 300/- per day in addition to the stipend deduction calculated as per 'ii' above
  - iv) All leave applications are always to be directed directly to [hr@intecons.com](mailto:hr@intecons.com) and HR by themselves will take approval of your technical / immediate boss
  - v) Please note that at least 90% attendance is required during this internship. Failing which, your internship will be liable to discontinuation and your university will be informed of the same
  - vi) All your monthly attendance record is also transmitted to your HOD / guide at the university electronically on email directly from our biometric system
- I. IDRS – Intecons Daily Reporting System located at <http://www.intecons.net/IDRS> is to be filled by everyone before leaving from the office and mention the detail of their day's work in short. You will be given a training on how to use it. Non filling of IDRS can be treated as absent from the work

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

PAN: \_\_\_\_\_ Passport: \_\_\_\_\_

DL: \_\_\_\_\_

**Annexure – II**  
Non – Disclosure Undertaking

I, \_\_\_\_\_ S/D/W/O: \_\_\_\_\_ Age: \_\_\_\_\_ years,  
hereby

1. Understand that, while serving Intecons Software Lab, Jaipur (Referred hereunder as Company), as an employee or a trainee, I may be given access to the sensitive information such as
  - different clients email, phone and addresses
  - different FTP server username / passwords
  - different email accounts username / passwords
  - different applications username / passwords
  - different database username / passwords
  - technical know-how, functions, modules, routines, sub-routines
  - source codes, protected or open across many different programming languages and many different projects
  - loads of data related to different software and clients
  - company's internal financial and other vital data, such as order values, running orders, future plans
  - any other information, which Company may provide me to facilitate the work, which is not known to me previous to joining the Company
2. Undertake that I will keep all such information (as described in #1) confidential to me, and will never use these information anywhere else, except for the use, for which it is provided to me by the company.
3. Undertake that I will not use this information for contacting the clients, selling in the market, making my own software/ applications or in any other form directly or in-directly, during and even any time after my services in the company, without prior written permission from Intecons
4. Undertake that the company will have the right to claim on me, in case I am found guilty of the breach of trust, against the clause #2 and #3
5. **Undertake that I will not share any information related to any commercials of any projects that I know, with anybody, including all colleagues in Intecons or outside, directly or indirectly, other than my boss, to whom I am reporting. I further understand that this is an important term of this NDA and that I can be removed from my job instantly, if I am found sharing project's commercial information with anybody other than my direct bosses**

Signature:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

PAN: \_\_\_\_\_ Passport: \_\_\_\_\_

DL: \_\_\_\_\_